

## Lesson 26: Cancelling an Appointment

By Xandra

### 1. Dialogue

*First, repeat after your tutor. Then, practice each role.*

Ai has to cancel her appointment with Mr. Barton. She's talking to Emma, Mr. Barton's assistant.

Ai: Good morning. I'd like to speak with Mr. Barton's assistant, please.

Emma: Hello. I'm Emma, the assistant. Who's on the line, please?

Ai: I'm Ai Nakamura. I'm calling about my appointment with Mr. Barton.

Emma: Yes, Ms. Nakamura. Your meeting is set for tomorrow.

Ai: I'm afraid I'm going to have to cancel the meeting.

Emma: Oh, I see. I'll **inform** Mr. Barton **about** it.

Ai: Thank you. Kindly tell Mr. Barton that I apologize for the cancellation.

### 2. Today's Phrase

*First, repeat after your tutor. Then, make a few sentences using Today's phrase.*

1. Did Jack **inform** you **about** the meeting?
2. Why didn't you **inform** me **about** your promotion?
3. Have you **informed** the manager **about** the broken computer?

\* **inform A about B** / AにBを知らせる、AにBについての情報を与える

### 3. Your Task

*You work as an assistant. Your boss has an appointment with an important businessman (=your tutor). Your boss has been delayed due to a traffic accident, so he can't make it to the meeting. Call the businessman and politely cancel your boss' appointment. Then, make another appointment for your boss.*

### 4. Let's Talk

*Have you ever cancelled a business appointment? Tell your tutor about it.*

*How do you cancel appointments?*

*How do you feel when someone cancels their appointment with you?*



### 5. Today's photo

*Describe the photo in your words as precisely as possible.*

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